

*“Frequently Asked Questions”
For Current National Board Certified Teachers
2007 - 2008*

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Overview of Timelines and ISBE Forms

Activity	ISBE Form	Date Due*	Response Expected
Apply for Master Certificate	ISBE 73-03E – <i>Application for Master Certificate</i>	Apply as soon as NBPTS Notification is received. Complete and submit ISBE 73-03E to the Regional Office of Education in the county where you teach. Master certificate must be issued no later than June 30, 2008.	Issuance of Master Certificate. Master Certificates WILL NOT be issued if NBPTS Letter of Notification or NBPTS Certificate is not on file with ISBE.
2007-2008 – Apply for Master Certificate Annual Stipend (\$3000)	ISBE 77-23 - <i>Verification of Eligibility for Master Certificate Stipend</i>	Complete and submit to the Iroquois-Kankakee (I-KAN) Regional Office of Education anytime beginning January 29, 2008.	Funding may be prorated depending upon availability. Voucher will be issued to school district within 6-8 weeks if information is complete and Master Certificate is issued.
2007-2008 – Submit Intent to Mentor Application	ISBE 77-25A – <i>Intent to Mentor/Provide Professional Development</i>	Complete and submit to the I-KAN ROE by March 31, 2008.	I-KAN ROE will add you to the 2007-2008 Intent to Mentor database
2007-2008 – Submit Mentoring/Professional Development to NBPTS Candidates - Application (\$1000 Incentive)	ISBE 77-26 – <i>Assistance/Mentoring to NBPTS Candidates</i>	Complete and submit to the I-KAN Regional Office of Education by June 30, 2008.	Funding may be prorated depending upon availability. Voucher will be issued to school district within 6-8 weeks if information is complete and Master Certificate is issued.
2007-2008 – Submit Mentoring /Professional Development to New/Experienced Teacher Application (\$1000 Incentive)	ISBE 77-27 – <i>Professional Development and/or Mentoring for New and Experienced Teachers</i>	Complete and submit to the I-KAN Regional Office of Education by June 30, 2008.	Funding may be prorated depending upon availability. Voucher will be issued to school district within 6-8 weeks if information is complete and Master Certificate is issued.
2007-2008 – Submit Mentoring/Professional Development to AEW Status/50% Reduced Lunch Application (\$3000 Incentive)	ISBE 77-28 – <i>Professional Development and/or Mentoring to Teachers in Schools on AEW Status or Schools Where 50% or More of Students Receive Free and Reduced-Priced Lunches</i>	Complete and submit to the I-KAN Regional Office of Education by June 30, 2008.	Funding may be prorated depending upon availability. Voucher will be issued to school district within 6-8 weeks if information is complete and Master Certificate is issued.

Receiving Your Illinois Master Certificate

When should I apply?

You may apply for an Illinois Master Certificate at any time after receiving notice that you have earned certification through the National Board for Professional Teaching Standards (NBPTS). For your information, the National Board for Professional Teaching Standards also posts the names of nationally certified teachers on their website at <http://www.nbpts.org/nbct/directory.cfm>.

Should I wait until after July 1, 2008, to apply?

The timing of your application is a personal decision, but the [Illinois Teaching Excellence Program legislation](#) stipulates that the annual stipend and mentor compensation are payable only to holders of a Master Certificate. To be assured that you will receive the \$3000 annual stipend, you must apply for the Master Certificate and **the certificate must be issued no later than June 30, 2008.**

However, if you apply before July 1, 2008, the validity period of your ten-year Master Certificate will be affected; your Master certificate will be valid from July 1, 2008 – June 30, 2018. You will be eligible for the \$3000 annual stipend. If you choose to apply on or after July 1, 2008, the validity period of your ten-year Master Certificate will shift to July 1, 2008 – June 30, 2018 and you will not be eligible for the \$3000 annual stipend because you were not the holder of a Master Certificate before the fiscal year ended on June 30.

How do I apply?

New NBCTs must complete and submit ISBE Form 73-03E, "*Application for Master Teaching Certificate*" along with a copy of the official notice of certification from NBPTS to the [Regional Office of Education](#) in the county where they teach. The application can be found at www.isbe.net (click on forms), <http://www.isbe.net/profprep/nbpts.htm> or <http://www.ilnbpts.org>.

Official notice of certification for this purpose is - The **Letter to Candidate** stating, "Congratulations! You're a National Board Certified Teacher," or a copy of the **NBPTS Certificate** including the National Board Area of Certification from NBPTS. Your Illinois Master certificate will not be issued without this notification

How do I know which Master Certificate(s) I will get?

Your NBPTS Certificate (not your Illinois Standard Certificate) determines which Illinois Master Certificate(s) you will receive. Your equivalent Illinois Master Certificate(s) is shown in the right column of the following table.

NBPTS certification	Illinois Master Certificate
Early Childhood	Early Childhood Master
Middle Childhood	Elementary Master
Early and Middle Childhood	Early Childhood Master & Elementary Master
Early Adolescence	Elementary Master OR Secondary Master
Adolescence & Young Adulthood	Secondary Master
Early Adolescence through Young Adulthood	Elementary Master & Secondary Master
Early Childhood through Young Adulthood	Special Master
Early Childhood through Young Adulthood	School Service Personnel w/School Counselor Endorsement

ATTENTION EARLY ADOLESCENCE APPLICANTS!!! If your NBPTS certification is Early Adolescence, you must indicate on your application whether you want an Elementary **OR** Secondary Master Certificate. In all other cases, your NBPTS certification dictates which Illinois Master Certificate(s) you will receive.

You can verify your Illinois certificates by accessing the Educators Certification System (ECS) on the State Board website at www.isbe.net. (Click on ECS)

Will my Illinois Master Certificate show my content area?

Yes, your specific National Board certification (e.g., Generalist, English Language Arts, Mathematics) will be shown as an endorsement on your Master Certificate.

Is a fee required for the Master Certificate?

There is no fee for issuing a Master Certificate. You will pay only the same \$5 per year registration fee as all other teachers, a total of \$50. Some Regional Offices of Education require payment at the time of application to cover the entire period of the Master Certificate. Others refuse to accept registration fees if your Standard Certificate still has any valid years of paid fees. You should check with your Regional Office of Education to find out how it handles the registration fees for the Master Certificate.

Will the Master Certificate replace my Standard Certificate?

No, you will retain all your existing Illinois Standard Certificates. This ensures that your teaching range will not be restricted in any way. Any Standard teaching certificates you hold will have a renewal date that coincides with the renewal date for your ten-year Master Certificate.

Your Continuing Professional Development Responsibilities

Am I exempt from the State's continuing professional development requirements during the first ten-year cycle of my Master Certificate?

No. Holders of a Master Certificate have ten years to complete one-third of the continuing professional development requirements that holders of a Standard Certificate must complete in five years.

Do I need to send the "Evidence of Completion for Certification Process of NBPTS" to Springfield and then submit it to my LPDC?

For this purpose, no, your official notification from NBPTS will serve as your evidence of completion. You must maintain the original notification of completing the process in your professional records; however, a copy of the NBPTS notification will need to be submitted to the Illinois State Board of Education when applying for the Master Certificate. (See "How Do I Apply")

Why must I complete professional development activities when teachers who complete the process but don't earn certification have a five-year pass on continuing professional development requirements?

You are using your completion of the process and achievement of national certification as qualifications for an Illinois Master Certificate. This credential, like all other new teaching certificates, carries professional development responsibilities if you wish to maintain it as valid and active.

Teachers who do not earn NBPTS certification can use completion of the National Board process to fulfill the continuing professional development requirements for one 5-year cycle of their Standard Certificate.

Completion of all required activities in pursuit of certification or recertification by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill 100% of the requirement for continuing professional development (Section 21-14(e)(3)(D) of the School Code [105 ILCS 5/21-14(e)(3)(D)]). The presence of an individual's name on NBPTS' composite list of those who have completed the certification process (as distinct from having received certification) shall be considered evidence of completion.

Applying for the Annual Stipend

Note: For precise information about eligibility for the annual stipend and/or mentor compensation, you are encouraged to consult the [Illinois Teaching Excellence Program legislation](#) (105 ILCS 5/21.27) and the [Illinois Administrative Rules](#) (Section 25.444) that were developed to implement the legislation.

Are all holders of an Illinois Master Certificate eligible for the \$3000 annual stipend?

Only holders of a Master Certificate who are employed for no less than the equivalent of half of the school year as a teacher or school counselor by an Illinois school district or other public educational entity may receive the annual stipend for a particular academic year.

When should I apply for the annual stipend?

Holders of a Master Certificate may apply for the 2007-2008 stipend any time after January 29, 2008. Their district must verify their employment as a teacher/school counselor for half of the 2007-2008 academic year. In most cases, this means that application can be made after the completion of the first semester.

How do I apply for the annual stipend?

You must complete and submit ISBE Form 77-23, *Verification of Eligibility for Master Certificate Stipend*, to the I-KAN Regional Office of Education. ISBE Form 77-23 can be found at www.isbe.net (Click on forms) or at www.ilnbpts.org. This form includes two sections. Section I must be completed by the eligible teacher and Section II must be completed by the superintendent or a designated administrator in your district who verifies your employment. The form requires your school's Regional/County/District/Type (RCDT) code. The 2007-2008 RCDT list can be found at http://www.isbe.net/research/htmls/schools_districts.htm.

Once you and your administrator complete ISBE Form 77-23, be sure to make several copies for your records. The annual stipend **WILL NOT** be issued to any teacher who cannot provide evidence of their application upon request. Submit the original application any time after January 29, 2008 to:

I-KAN Regional Office of Education
Attn: Vicki Hensley/Michelle ZumMallen
189 East Court Street, Suite 600
Kankakee, Illinois 60901
Fax: 815/937-3901

How soon will I receive the stipend?

The I-KAN Regional Office of Education notifies the Illinois State Board of Education that you are eligible for the Master Certificate stipend, a letter acknowledging receipt of the form and information regarding imminent payment of the stipend will be sent to your district payroll department. Once the payment vouchers are issued by the Illinois State Board of Education and sent to the Office of the State Comptroller funds will be deposited into your district's account. Your district will disburse all applicable stipends and mentoring incentives to be received by the school district in approximately 6 to 8 weeks.

How much will I receive?

Based on available funding, a maximum payment of \$3000 will be made. If funding is limited, this amount may be prorated. The stipend is considered taxable income, so your district will deduct federal and state taxes and a TRS contribution prior to issuing a separate check to you or including the payment in a regularly scheduled

paycheck. Since multiple factors determine the size of each of these deductions, it is impossible to predict the amount you will receive.

What should I do if I haven't received my stipend within three months of giving my employer the verification of eligibility form?

Please check with your school district's payroll office because the electronic state vouchers will be issued to the school for distribution. If the school district has not received the funds, please email amcdermo@isbe.net to request assistance.

Compensation for Mentoring/Professional Development

Can any holder of a Master Certificate receive compensation for mentoring/professional development?

No. School Counselors who hold a Type 73 Master Certificate are not eligible for the mentoring incentives. Any master teacher providing professional development or mentoring must be employed by a school district or other public entity providing early childhood, elementary, or secondary education including special education in a position **whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students** and must have worked for no less than the equivalent of half the school year as verified by the employer.

What opportunities are available to earn compensation for mentoring or providing professional development to other teachers?

The [Illinois Teaching Excellence Program legislation](#) encourages Master teachers to work with other Illinois teachers by authorizing three levels of compensation for mentoring and/or professional development.

What are the three levels of compensation?

Master teachers may earn a \$1000 incentive for providing 60 hours of Assistance/Mentoring to NBPTS candidates.

Master teachers may earn a \$1000 incentive for providing 60 hours of Mentoring/Professional Development to new or experienced Illinois teachers

Master teachers may earn a \$3000 incentive for providing 60 hours of Mentoring/Professional Development to Illinois teachers who are in schools that are on the [Academic Early Warning List \(AEWL\) or in schools where 50% or more of the students receive free or reduced-price lunches](#). This list is posted on the ISBE website at www.isbe.net/profprep/nbpts.htm or at www.ilnbpts.org.

NOTE: Master teachers are required to complete a total of 60 hours of service to be eligible for the applicable Illinois Teaching Excellence Program incentive. The school district shall distribute 50% of each annual incentive payment upon completion of 30 hours of the required mentoring and the remaining 50% of the incentive upon completion of the required 60 hours of mentoring. If a total of 60 hours of service is not completed, the Master certificate holder will forfeit the entire incentive which includes payment for the initial 30 hours of service.

Must the recipient teacher work in a public school?

The teacher(s) receiving the services must be currently employed at the P-12 level in an Illinois public school.

How can I learn more about these opportunities for compensation?

The requirements for compensation at one of these levels are specific. Reading the following questions related to each level of compensation and/or reviewing the [Illinois Teaching Excellence Program legislation](#) and

accompanying [Illinois Administrative Rules](#) (25.444) on the ISBE website will help you understand the requirements.

Questions Relating to Mentor Compensation

Can any holder of a Master Certificate receive compensation for mentoring/professional development?

No. School Counselors who hold a Type 73 Master Certificate are not eligible for the mentoring incentives. Any master teacher providing assistance, professional development or mentoring must be employed by a school district or other public entity providing early childhood, elementary, or secondary education including special education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students and must have worked for no less than the equivalent of half the school year as verified by the employer.

Should I complete and submit ISBE Form 77-25A, 2007-2008 Statement of Intent to Provide Mentoring/Professional Development, when I'm not sure how many hours of service I will actually provide?

Yes. ISBE Form 77-25A, *Statement of Intent to Provide Mentoring/Professional Development*, for each level of mentor compensation expresses your interest in providing the services but does not obligate you to do so. Few Master teachers can predict exactly how much time they will have available during the school year or the actual situations or individuals they will be working with.

Can I receive compensation if I do not provide the full 60 hours of services?

NOTE: Master teachers are required to complete a total of 60 hours of service to be eligible for the applicable Illinois Teaching Excellence Program incentive. The school district shall distribute 50% of each annual incentive payment upon completion of 30 hours of the required mentoring and the remaining 50% of the incentive upon completion of the required 60 hours of mentoring. If a total of 60 hours of service is not completed, the Master certificate holder will forfeit the entire incentive which includes the initial 30 hours of service.

If I provide more than 60 hours of service at one or both levels, can I receive additional compensation?

No. During any academic year, a holder of a Master Certificate may receive no more than \$1000 for services compensable at the lower level and no more than \$3000 for services qualifying for compensation at the higher level. Final payment is based on available funding.

Questions Specific to the \$1000 Levels of Compensation

Can any holder of a Master Certificate receive compensation for mentoring/professional development?

No. School Counselors who hold a Type 73 Master Certificate are not eligible for the mentoring incentives. Any master teacher providing assistance, professional development or mentoring must be employed by a school district or other public entity providing early childhood, elementary, or secondary education including special education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students and must have worked for no less than the equivalent of half the school year as verified by the employer.

What mentoring or professional development services are eligible for compensation at the \$1000 level?

The legislation identifies two types of services that qualify for compensation at this level:

- 1) High-quality professional development for new and experienced teachers; and/or

- 2) Assistance to candidates for certification by the National Board for Professional Teaching Standards in completing that certification process.

Mentoring/professional development must address one or more of the *Standards for All Illinois Teachers* and must relate to the academic needs of the recipient teacher's students.

NBPTS assistance/mentoring must address specific requirements that candidates must meet for NBPTS certification.

Specific instructions are on the mentoring/professional development forms ISBE 77-26 and ISBE 77-27 which can be found at www.isbe.net (Click on Forms) or at www.ilnbpt.s.org.

To whom can these two types of services be provided?

Although the recipient teacher(s) must be currently employed in a P-12 school, there are no restrictions at the \$1000 level of compensation relating to the academic standing of the recipient's school or the percentage of students that qualify for free or reduced-price lunches.

Can I combine NBPTS-related mentoring and the more general professional development services to reach the 60 hours of service needed for compensation?

Yes, you may use any combination of the two types of services to meet the 60 hours of service for which you can be compensated. For example, submission of documentation for 30 hours of National Board-related mentoring and 30 hours of mentoring or professional development to a new or experienced Illinois teacher would qualify you for the \$1000 incentive. If you provide both types of services, you should record your services on the appropriate forms.

What forms do I need and when should these forms be submitted if I wish to receive compensation at the \$1000 level?

***ISBE 77-25A**

The *2007-2007 Statement of Intent to Provide Mentoring/Professional Development* (ISBE 77-25A) must be submitted by **March 31, 2008**.

****ISBE 77-26**

The *Documentation of 2006-2007 Assistance/Mentoring to NBPTS Candidates* (ISBE 77-26A and ISBE 77-26) must be submitted by **June 3, 2008**.

*****ISBE 77-27**

The *Documentation of 2006-2007 Professional Development and/or Mentoring for New and Experienced Teachers* (ISBE 77-27) must be submitted by **June 30, 2008**.

Mail or Fax to:

I-KAN Regional Office of Education
Attn: Vicki Hensley/Michelle ZumMallen
189 East Court Street, Suite 600
Kankakee, Illinois 60901

Fax Number: 815/937-3901

Questions Specific to the \$3000 Level of Compensation

Can any holder of a Master Certificate receive compensation for mentoring/professional development?

No. School Counselors who hold a Type 73 Master Certificate are not eligible for the mentoring incentives. Any master teacher providing assistance, professional development or mentoring must be employed by a school district or other public entity providing early childhood, elementary, or secondary education including special education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students and must have worked for no less than the equivalent of half the school year as verified by the employer.

What types of services can be compensated at the rate of \$3000 for 60 hours of service?

The same types of general (non-NBPTS) mentoring/professional development services that qualify for compensation at the lower level are also compensable at the higher level if the services are provided to teachers in schools on the [State's Academic Early Warning List](#) or in schools where 50% or more of the students receive free or reduced-price lunches.

Like the non-NBPTS-related services provided at the lower compensation level, the mentoring/professional development must address one or more of the *Standards for All Illinois Teachers* and must relate to the academic needs of the recipient teacher's students.

Specific instructions are on the mentoring/professional development form ISBE 77-28 which can be found at www.isbe.net (Click on Forms) or at <http://www.ilnbpts.org>.

How can I determine whether a teacher to whom I am providing or may provide services is employed in a school on the AEWL or a school where more than half of the students receive free or reduced-price lunches?

A list of all Illinois schools that meet one or both of these criteria is accessible on the ISBE website at www.isbe.net/profprep/nbpts.htm. If the teacher receiving services is currently employed at a school on this list, any services provided are compensable at the higher level, provided the services meet certain other specifications.

Are services provided to a teacher who is currently seeking NBPTS certification ineligible for compensation at the higher level?

Services that focus on the NBPTS certification process qualify only for compensation at the lower \$1000 level.

What forms do I need to submit in order to receive compensation at the \$3000 level?

*[ISBE 77-25A](#)

The *2007-2008 Statement of Intent to Provide Mentoring/Professional Development* (ISBE 77-25A) must be submitted by **June 30,2008**.

**[ISBE 77-28](#)

The *Documentation of 2007-2008 Professional Development and/or Mentoring to Teachers in Schools on AEW Status or Schools Where 50% or More of Students Receive Free and Reduced Lunches* (ISBE 77-28) must be submitted by **June 30,2008**.

Mail or Fax to:

I-KAN Regional Office of Education
Attn: Vicki Hensley/Michelle ZumMallen
189 East Court Street, Suite 600
Kankakee, Illinois 60901

Fax Number: 815/937-3901

Contact Information

Vicki Hensley/Michelle ZumMallen
NBPTS State Support Site
I-KAN Regional Office of Education
189 East Court Street, Suite 600
Kankakee, Illinois 60901
Website: <http://www.ilnbpts.org/>
E-mail: vhensley@i-kan.org
Phone: 815/937-2950

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Talcott Academy
1840 West Ohio
Chicago, Illinois 60622
E-mail: dpandel@cps.k12.il.us
Phone: 773-534-0741

National Board for Professional Teaching Standards
Website: www.nbpts.org
Phone/Customer Service: 1-800-22TEACH
(1-800-228-3224)

Angela McDermott, Consultant
Illinois State Board of Education
Certification, S-306
NBPTS Liaison
Websites: <http://www.isbe.net/profprep/nbpts.htm> and
www.isbe.net
E-mail: amcdermo@isbe.net
Phone: 217/557-6763

Contact your ROE/ISC Regional Support Site for Further Information

<http://www.ilnbpts.org/7%20ROE%20ISC%20Regional%20Support%20Sites%20Map.pdf>